LEAN SIGMA BUSINESS GREEN BELT
9-Day Programme commences October 14th 2008 ~ Leamington Spa

INTRODUCTION

This programme integrates Lean and Six Sigma to provide an improvement model that concentrates on both reducing cycle time and variability.

Lean tools are linked to the robust DMAIC problem-solving approach, and focus on analysing processes, customer demand and product flow – producing fast and visual process improvements.

Six Sigma techniques are applied throughout the improvement process to provide robust data analysis, measurement and creative solutions required to reduce variability in product and processes.

TRAINING FORMAT

This programme is based on a day modular format which combines training inputs and practical simulation activities with an ongoing focus on project progress and reviews. Delegates are expected to enter the programme with a suitable Lean Sigma project assigned, and will progress this in parallel with training – leading to formal certification.

ACCREDITATION

The programme includes an accreditation process for Lean Sigma Green Belt trainees, that includes:

- multi-choice examination
- submission of project presentation for assessment

PROGRAMME FEES

£2,750+VAT per delegate, includes:

- All materials
- Lunches and refreshments
- Accreditation

PROGRAMME OBJECTIVES

The training is structured to be interactive and participative with practical exercises to help delegates to quickly develop delegates skills to:

- lead projects that deliver tangible organisational benefits
- be familiar and confident with the key tools and techniques of Lean Sigma and understand how to use them within the organisation's day-to-day activities
- be effective team members on any Lean Sigma or improvement project team

PROGRAMME CONTENT

Block 1: October 14

Introduction to Lean Sigma
- Introducing the Green Belt roadmap
- Green Belt – roles & responsibilities
- Framework for Lean Sigma project delivery

Define Phase
- Project selection, scoping & the project charter
- Problem statement evolution
- Y = f(X) cascade & SIPOC mapping
- Stakeholder analysis

Understanding Voice of the Customer
- Develop, refine & prioritise CTQs – Kano analysis
- Developing operational definitions

Block 1: October 15

Essentials of Project Management
- Effective project planning
  - Defining the project
  - Identifying activities
  - Organising your team & stakeholders
  - Scheduling your project
  - Creating a resource plan
  - Risk: identify, assess, control
- Monitoring & Control

Developing Effective Improvement Teams
- Barriers & enablers to team effectiveness
- Understanding your team (Belbin)
- Developing and leading your team

Block 1: October 16

Value Stream Mapping (VSM)
- Understanding value
- VSM objectives & approach
- Mapping the current state
- Learning to see waste
- *Case Study / Mapping Exercise*

Reaping the Quick Wins
- Waste elimination tools
- 5S workplace organisation
- Team based problem solving

Block 2: November 11

Measure: Process Mapping & Process Analysis Tools
- Process mapping tools overview
- The role of process mapping in DMAIC projects
- Process flow charting techniques
- Process sequence charting
- Waste walking
- Links to data collection planning
- *Just-In-Time Deliveries Simulation Exercise*

Managing Risk
- Risk management tool
- Link to process analysis
- Introduction to control plans

Block 2: November 12

Measure: Data Collection Planning
- Understanding variation & identifying sources
- Data collection considerations
  - Prioritising what to measure
  - Process inputs & outputs
  - Stratification factors
  - Continuous & discrete data types
  - Sampling plans & data collection tools
  - Link to stakeholder analysis & communication planning
  - Dealing with historical data
- Checking the measurement system
  - Understanding variation
  - Intro to attribute agreement analysis
  - Writing operational definitions

Block 2: November 13

Analyse Phase
- Introduction to Analyse methodology
- Introduction to basic statistics
  - Measures of location, variation & shape
- Introduction to Minitab
- Graphical analysis tools:
  - Pareto analysis
  - Pie charts
  - Histograms
  - Box plots
  - Time series plots
  - Control charts
  - Scatter plots
- Process capability & stability
- *Case Study & Data Analysis Exercises*

Block 3: December 9

Improve Phase
- Developing the future state map
- Developing alternative solutions
- Creativity tools
- Solution selection & testing
- Piloting & solution introduction
- Implementation phase
  - Link to stakeholder analysis & communication
  - Tools for solution validation
  - Link to project charter
- *Just-In-Time Deliveries Simulation Exercise*

Block 3: December 10

Implementing & Embedding Change
- The nature of change & effective change leadership
- Managing sponsors & key stakeholder groups
- Effective influencing & communication
- Managing resistance & performance
- Ensuring a smooth handover
  - Creating a compelling need
  - Identifying & managing sponsors & key stakeholders
  - Effective influencing & communication
- Managing resistance & performance
- Embedding change

Block 3: December 11

Control Phase
- Developing a control plan
- Prevention & detection systems
- Poka Yoke & Statistical Process Control
- Sample checking
- Choice of control method
- Out of control action planning
- Visual management techniques
- 5S revisited: sustaining the gains & standard work
- Handover & transferring benefits
- Planning for continuous improvement
- Project reviews, lessons Learnt & next steps